

Oastlers School

Policy Document



TEACHING ASSISTANTS DEPLOYMENT POLICY

OVERVIEW

This policy will guide the deployment of teaching assistants in line with the Education Regulations 2003 for Workforce Re-modelling. It will ensure that responsibilities are clearly defined and that effective structures are in place for managing and leading their work. It will ensure that there is an effective strategy for their professional development, including induction and training.

OBJECTIVES

1. To ensure that teaching assistants have a clear role that enables them to work in support of qualified teachers.
2. To ensure that teaching assistants make an effective contribution to teaching and learning to the benefit of learners.
3. To enable teaching assistants to contribute to the progress and achievement of learners by helping to raise standards.
4. To ensure that teaching assistants benefit from a thorough process of performance management for the monitoring, evaluation and review of their work. This process should also lead to targets being set for improvement of their performance.
5. To ensure that teaching assistants are fully included in the planning of teaching and learning so that they work to clear objectives.

STRATEGIES

1. All teaching assistants will have job descriptions that will set out in detail their responsibilities.
2. There will be a clear structure of line management for the deployment, supervision, monitoring, evaluation and review of the work of teaching assistants.
3. Teaching assistants will have a programme of professional development and training that includes induction.
4. In the teaching situation, teaching assistants will work directly under the supervision of qualified teachers.
5. On some occasions, the Head Teacher may deploy teaching assistants to supervise learners for set periods of time in the absence of a qualified teacher. In these circumstances the teaching assistants will work under the supervision of the Head Teacher.
6. Teachers will include teaching assistants in planning for teaching and learning so that teaching assistants can meet learning objectives when working with learners.
7. When mounting displays, preparing work and managing resources, teaching assistants will work under the supervision of teachers.
8. Appraisal and performance management of teaching assistants will inform their training development and target setting.
9. Teaching assistants will be included in staff meetings and the wider life of the school, including extra-curricular, social and educational events.
10. Teaching assistants will behave professionally at all times and will respect confidentiality where appropriate.

CONCLUSION

This policy seeks to ensure that the quality of education of all learners will benefit from the enhanced roles of teaching assistants. It will ensure that the work of teaching assistants compliments that of teachers and enables them to make a strong contribution to promoting learners' standards and progress.

Revised and adopted by the Governing Body